

HARFORD COUNTY, MARYLAND
ADMINISTRATIVE POLICY
Administration
Computer Support

SUBJECT: Internet and Electronic Mail Policy

POLICY: It is the policy of Harford County Government (the "County") to enforce proper use of the Internet and electronic mail ("e-mail") access provided by the County.

SCOPE: The provisions of this policy apply to all employees of the County, including all full-time, part-time, and temporary employees using the Internet and electronic mail systems provided by Harford County. An employee's use of the Internet and e-mail system indicates consent to the County's review of his/her electronically stored e-mail and computer files related to the employee's Internet use.

PROCEDURE: All computer systems within Harford County Government and all files contained on those systems are the property of Harford County Government. All use of these computer systems can and will be monitored by Harford County at any time in the County's discretion. The County has the right to inspect all files on its system (including e-mail) at any time. The existence of passwords and "message delete" functions do not restrict or eliminate the County's ability or right to access electronic communications. The County can retrieve e-mail even after the employee "deletes" it. The systems administrator can access an employee's e-mail and/or computer files related to an employee's Internet use even though the employee uses a privately held password to access his/her computer and e-mail.

Employees are prohibited from using the County's Internet connections or e-mail for private gain or profit. Although occasional personal use of County Internet and e-mail resources is permitted, employees must keep personal use of these resources to a minimum so it does not disrupt job performance. The County may discipline employees whose personal use of County Internet and e-mail resources disrupts job performance or is otherwise inappropriate or excessive.

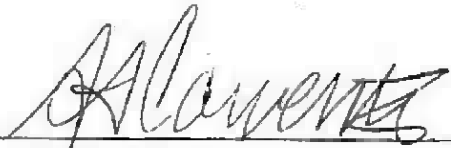
Employees not actively engaged in Web research must close Web browser software and disconnection from the Internet, thereby reducing the usage of the County's Internet connection.

County Internet or e-mail resources may only be used for lawful purposes. Transmission of any material in violation of any federal, state or local law is strictly prohibited. In addition to the prohibitions listed above, inappropriate conduct includes, but is not limited to the following:

- Transmission of material that is harassing, threatening, libelous, defamatory, sexually explicit or otherwise offensive, including material that is in violation of the County's policy regarding sexual harassment.
- Jeopardizing the integrity, performance or reliability of the computer equipment, software, or other stored information through the installation or downloading of software, executable files or add-ons that have not been approved by Information Systems.
- Transmission of data or programs protected by copyright and license laws.
- Unauthorized or malicious entry or attempting to enter into the County's Internet or e-mail connections or their associated security mechanisms, or attempts to circumvent or defeat such protection mechanisms.
- Posting, displaying or making available access information, such as passwords to unauthorized users, or attempting to make such information available.
- Obtaining or attempting to obtain unauthorized access to another user's accounts and files.

By signing the acknowledgement form attached hereto, the employee acknowledges that he/she has read the provisions of this policy and agrees to abide by the terms of the policy. The employee also acknowledges and understands that any violation of this policy will result in disciplinary action, up to and including termination of employment.

CONCURRENCE



A. Frank Carven, III
County Attorney


1/11/01
Date

AUTHORITY



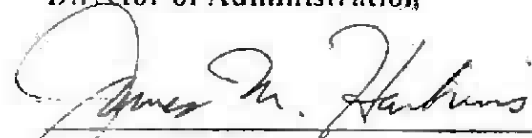
William W. Wheeler
Manager of Information Systems

Date



John J. O'Neill, Jr.
Director of Administration

1-11-01
Date



James M. Harkins
County Executive

1-19-01
Date